

Finance and Resources Committee

10.00am, Thursday 12 August 2021

Appointments to Working Groups 2021/22

Executive/routine Wards Council Commitments	Executive All
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1. Recommendations

- 1.1 To appoint the membership of the Joint Consultative Group in Appendix 1.
- 1.2 To appoint the membership of the Elected Member ICT and Digital Sounding Board in Appendix 2.
- 1.3 To appoint the membership of the Council Health and Safety Consultation Forum in Appendix 3.
- 1.4 To postpone the re-appointment of the Property Sub-Committee until such time as a meeting of the Sub-Committee is deemed necessary.
- 1.5 To approve the remits of the Joint Consultative Group, Elected Member ICT and Digital Sounding Board, and the Council Health and Safety Consultation Forum 2021/22 as set out in appendices 1 to 3 of this report.

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Appointments to Working Groups 2021/22

2. Executive Summary

- 2.1 The Finance and Resources Committee is invited to appoint the membership of the Joint Consultative Group, Elected Member ICT and Digital Sounding Board and the Council Health and Safety Consultation Forum.
- 2.2 The proposed membership structures and remits of each are detailed in appendices 1 to 3 of this report.

3. Background

- 3.1 The appointment of committees, joint committees and joint boards is a reserved matter for full Council.
- 3.2 At its meeting of 27 May 2021, the Council appointed the membership of the Finance and Resources Committee including the Convener and Vice-Convener.

4. Main report

- 4.1 The Committee is required to appoint the membership of its Working Groups for 2021/22.
- 4.2 While there is no requirement for the membership of working groups to be proportionate to that of the Council, it is suggested that this is good practice.
- 4.3 The proposed membership therefore reflects the overall political balance on the Council. It is, however, open to the Committee to alter the membership where it feels this is warranted.
- 4.4 The current membership structures and remits are set out in Appendices 1 to 3 of this report.
- 4.5 At its meeting of 20 May 2021, the Committee agreed to establish a short-life working group on Statutory Repair Notices to allow members to consider solutions to the issues raised by a petitioner and for this to inform a report. A meeting was

held and all members of the Committee were invited. The report on the matter is due to be presented to the Committee in August and it is not expected that the group will require any further meetings, therefore this group has not been included in the appointments in this report.

5. Next Steps

5.1 Not applicable.

6. Financial impact

6.1 Not applicable.

7. Stakeholder/Community Impact

7.1 Not applicable.

8. Background reading/external references

8.1 [Review of Appointments to Committees, Boards and Joint Boards for 2021/2022 6.1 – report by Chief Executive](#)

8.2 [Minute of the City of Edinburgh Council of 27 May 2021](#)

9. Appendices

Appendix 1 – Joint Consultative Group

Appendix 2 – Elected Member ICT and Digital Sounding Board

Appendix 3 – Council Health and Safety Consultation Forum

Joint Consultative Group (JCG)

Current Membership – 7 members

(2 SNP, 2 Conservative, 1 Labour, 1 Green and 1 SLD)

Councillors Munn (Convener), Bruce, Griffiths, Hutchison, Main, McVey and Neil Ross.

Other Members

15 representatives appointed by the recognised Trade Unions as follows:

- UNISON (5 representatives)
- UNITE (4 representatives)
- GMB (1 representative)
- Educational Institute of Scotland (3 representatives)
- Scottish Secondary Teachers' Association (1 representative)
- National Association of Schoolteachers/Union of Women Teachers (1 representative)

Remit

The Joint Consultative Group (JCG) is constituted with the purpose of providing a means of regular consultation between the City of Edinburgh Council and its employees and, where appropriate, submitting views to the Finance and Resources Committee of the Council for consideration.

The functions of the JCG are:

- To inform employee representatives on the activities, economic situation and development of the Council and to consult on the structure and development of employment within the Council
- To inform and consult employee representatives on any proposals made by the City of Edinburgh Council involving substantial changes in the organisation of work and their effects on employment relations
- To consider any matter relating to the employment of Council employees which may be referred to the JCG by the City of Edinburgh Council or by any of the Trade Unions, including matters referred for consideration by directorate Joint Consultative Committees; provided that no question of an individual's employment circumstances (e.g. pay, wage, grading, discipline, promotion, efficiency, etc) shall be within the scope of the JCG.

Elected Member ICT and Digital Sounding Board

Current Membership - 8 members

(2 SNP, 2 Conservative, 2 Labour, 1 Green and 1 SLD)

Councillors Munn (Convener), Booth, Griffiths, Hutchison, Johnston, McVey, Neil Ross and Watt.

Remit

The Sounding Board oversees and scrutinises the delivery of the Council's ICT and Digital Services Contract, with a specific focus on:

- The risks associated with the delivery of the ICT and Digital Services Contract;
- The financial resources required;
- The cost/value of the ICT and Digital Services Contract to the Council;
- The Council's need to demonstrate best value;
- An assurance that ICT and Digital services contract is meeting the needs of the Council's stakeholders, including citizens.

Council Health and Safety Consultation Forum

Current Membership - 1 member

(Vice-Convener of the Finance and Resources Committee)

Remit

The remit of the Health and Safety Consultation Working Forum is to:

- To promote a low tolerance approach to health and safety risks.
- To consider, review and make recommendations to the Corporate Health and Safety Manager and/or Council Health and Safety Group on the following areas:
 - Health and safety performance;
 - Accident investigations and action taken;
 - Health and safety matters referred from the Council Health and Safety Group;
 - Reports from the Health and Safety Executive, where appropriate;
 - Reports submitted by the Corporate Health and Safety Team;
 - Requirements for health and safety training;
 - Health and safety communication in the workplace;
 - Health and safety reports that have been submitted by Safety Representatives and that have not been resolved at a local level.
- To assist in the development of Council policy, procedures and guidance on matters relating to health and safety at work.
- To raise awareness of Council Health and Safety initiatives.